



Department:	Development Services
Bargaining Unit:	Executive Management
Salary Range:	Contract Salaries
Last Revision:	March, 2023

DEVELOPMENT SERVICES DIRECTOR

DEFINITION

To plan, direct, organize and review the activities of the Development Services Department including planning, engineering, economic development, housing authority, Successor Agency, building inspection and zoning programs; to coordinate assigned economic development and revitalization activities with other departments; and to provide highly responsible professional and technical staff assistance to the City Manager.

SUPERVISION EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over Department professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.

Conduct and supervise planning studies in the community to gather data for evaluation current and advanced planning projects.

Plan, organize, assign, direct, participate and evaluate planning, building, engineering and economic development activities.

Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commission and boards involved in land use, development and general planning activities.

Prepare and administer the Development Services operation budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; administer approved budget; implement mid-year adjustments.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Serve as a technical advisor to the Planning Commission, City Council, City Manager and other City Departments and civic groups on planning, zoning enforcement, building inspections housing programs and related matters; interpret ordinances and regulation as they apply to respective areas.

Serve as City's planning representative to the San Benito County Council of Governments (COG) Technical Advisory Committee.

Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide recommendations for amending various elements in the City's General Plan; provide General Plan and code interpretations as needed.

Administer the City growth management ordinance.

Direct the preparation of environmental impact evaluation on proposed projects.

Confer with Development Services staff to review current and proposed projects, work schedule, organization and personnel problems.

Evaluate and respond to state legislation as it relates to City Planning.

Prepare comprehensive written reports for department action or other City boards, commissions; make oral presentations to same; prepare annual reports required for State or Federal agencies or other interested parties.

Supervise the preparation of the annual Mello-Roos Public Safety tax rolls.

Conduct special studies and assignments; research complex planning/engineering problems; prepare a variety of comprehensive reports.

Confer with Developers, other agencies and the general public in acquiring information and coordinating planning and zoning matters; provide technical assistance and coordinate activities with City departments, City Manager, City Council and appropriate organizational units regarding programs and regulations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Continued

Monitor developments related to planning, engineering, building, land use, economic development, grant and bond programs; evaluate their impact upon City operations and recommend policy and procedural modifications.

Respond to and resolve difficult citizen inquiries and complaints.

Perform related duties as assigned.

May serve as City Manager upon the request or absence of the City Manager.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning, state planning and subdivision law, growth management, and economic development.

Principles and practices of environmental planning, including California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

Principles and procedures of State annexation law.

General Computer applications.

Principles of policy development and implementation.

Pertinent local, state and federal laws and regulations.

Research methods and sources of information related to urban growth and development.

Identify, coordinate and resolve a wide variety of interest in the development of land use policy.

Laws and regulations underlying building inspection, engineering, general plans, environmental matters, zoning and land use.

Principles and techniques of budget development and administration.

Principles and practices of organization, administration and personnel management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Ability to:

Plan, priorities and direct varied community development activities.

Delegate authority and responsibility as well as schedule and program work on a long-term basis.

Interpret planning, zoning and building inspection programs to the general public.

Develop and administer sound departmental policies.

Prepare and administer a budget.

Identify, coordinate and resolve a wide variety of interest in the development of land use policy.

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contracted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Minimum of five (5) years of increasingly responsible experience in municipal planning, community development and engineering, including three (3) years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Urban Planning, Engineering, Public or Business Administration, or a related field.

Master's Degree in Urban Planning, Engineering, Public or Business Administration, or a related field is desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California's driver's license.

Possession of, or ability to obtain, a valid American institute of Certified Planners (AICP) membership or be a Licensed Engineer is required within one year of employment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: March 1, 2023